

**BY ORDER OF THE COMMANDER
ELLSWORTH AFB**

**ELLSWORTH AIR FORCE BASE
INSTRUCTION 24-203**



8 JANUARY 2009

Incorporating Through Change 2, 19 May 2010

Transportation

***PROCESSING, TRANSPORTING AND
SAFEGUARDING PROCEDURES FOR
SHIPPING ARMS, AMMUNITION, AND
EXPLOSIVES (AA&E), CLASSIFIED AND
AIRCRAFT ENGINES***

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil for downloading or ordering.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 28 LRS/LGLOC

Certified by: 28 LRS/CC
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Pages: 20

The purpose of this Wing Instruction is to ensure correct safe and proper receipt and shipment procedures and governs responsibilities for processing, safeguarding and maintaining accountability for Arms, Ammunition, and Explosives (AA&E), Classified Property, and Aircraft Engines. This instruction applies to all organizations assigned or attached to Ellsworth Air Force Base (EAFB). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>. Contact support records managers as required. Send comments and suggested changes to this supplement on AF Form 847, *Recommendation for Change of Publication*, to 28th Logistics Readiness Squadron/Compliance and Analysis (28 LRS/LGLOC), 1600 Tinker Drive, Ellsworth AFB, SD 57706.

SUMMARY OF CHANGES

add paragraphs 2.3.4., 2.3.4.1., 2.3.4.2., 2.3.4.3., 2.3.4.4., add (All commercial carriers requesting “secure holding” will be escorted to the Secure Vehicle Holding Area referenced in Para 2.3.4.) to 2.4.1.1., add the word Vehicle to section 2.4.1.6.

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Chapter 1

GENERAL SCOPE AND RESPONSIBILITIES

1.1. Scope: This instruction applies to all personnel involved with the processing, packaging, handling and transporting AA&E, classified, sensitive, nuclear related material and aircraft engines.

1.2. Commander Responsibilities: Commanders will ensure all unit personnel who handle, process and ship AA&E, classified, sensitive, nuclear related material and aircraft engines are properly trained and certified in accordance with applicable Career Field Education Training Plan and AF Form 797, *Job Qualification Standard* (JQS), local training standards.

1.2.1. Commanders will appoint, in writing, personnel who are authorized to process, ship and receive classified, sensitive and nuclear related material. Only personnel who are trained and have the appropriate security clearance will be authorized to handle these type assets. (Note: Only the Joint Personnel Adjudication System (JPAS) will be used to verify Security Clearance Eligibility, Investigation Status, and Access Levels; therefore, units must provide the 28 LRS an update immediately if an individual's Clearance Eligibility and/or Access Level is downgraded or changed).

1.3. Other Personnel Responsibilities: It is the responsibility of all personnel involved with the processing, packaging, handling and transporting AA&E, classified, sensitive, nuclear related shipment and aircraft engines to comply with the procedures contained in this wing instruction. Failure to comply with this wing instruction may result in a security incident which will be formally investigated followed by swift disciplinary action if investigation results warrant such actions.

1.3.1. All units offering for shipment AA&E, classified, sensitive, nuclear related material and aircraft engines will ensure the asset is properly identified on the shipping documents DD Form 1348-1, *Issue Release/Receipt Document* and/or DD Form 1149, *Shipping Documents*. Additionally, for classified assets, the 1348-1As, *Issue Release/Receipt Document*, and 1149s, *Shipping Documents* will include applicable Controlled Item Inventory Code (CIIC) Serialized Report Code (SRC) and must be marked in RED identifying the degree of classification, such as "SECRET," "CONFIDENTIAL," or "Controlled Cryptographic Item (CCI)" to ensure easy identification).

Chapter 2

AA&E SHIPMENTS

2.1. Scope. This chapter applies to all personnel whose duties involve receiving, processing, packaging, handling and shipping of AA&E.

2.2. Location of Operations.

2.2.1. Aircraft: Load/download will be at the designated explosive “hot cargo” area. For EAFB the “hot cargo” pad is located next to the Control Tower, Bldg 7107.

2.2.2. Trucks: Load/download in accordance with base explosive site plans. EAFB’s explosive load/download area for trucks is located in the Munitions Storage Area (MSA).

2.3. Movement Routes.

2.3.1. The primary entry to the base for delivery trucks is the Bismark Gate. In the event that the Bismark Gate is closed during normal duty hours, 28th Security Forces Squadron (28 SFS) personnel must be contacted by 28th Logistics Readiness Squadron Logistics Cargo Movement (28 LRS/LGRDDC) personnel to allow entry of any and all delivery trucks through the Bismark Gate. All categories of munitions/explosives will be escorted by owner/user personnel; however Class 1.1/1.2/1.3 AA&E will be escorted by 28 SFS during non duty hours to the MSA after 28th Logistics Readiness Squadron (28 LRS/LGRDC) personnel have accomplished the DD Form 626, *Motor Vehicle Inspection (Transporting Hazardous Materials)*. For all Class 1.3/1.4 AA&E, 28 LRS/LGRDC personnel will escort to the MSA upon completion of the DD Form 626 and verification by 28th Security Forces Squadron Commander. After normal duty hours 28 SFS will provide escort for Category 1.4 only after 28 LRS/LGRDC personnel have inspected the vehicle using the DD Form 626. 28 SFS will escort the shipment to the railhead adjacent to Combat Arms Training Maintenance.

2.3.2. Vehicle Inspection: The Bismark Gate is designated as the base’s vehicle inspection station.

2.3.3. Suspicious Vehicle Holding Area: Suspicious vehicles will not be allowed on the installation. If a vehicle is considered suspicious, 28 SFS will be contacted at 385-4001.

2.3.4. SVHA: The SVHA is located on a graveled section of Scott Dr. The area is approximately a 30’x80’ area and is identified by markers on the right shoulder. The following compensatory measures will be used to mitigate risk to unrelated personnel and meet explosive quantity/distance requirements outlined in para 2.3.4.1.

2.3.4.1. Access to Scott Dr. will be restricted north of the railroad tracks to meet Public Traffic Route (PTR). Units escorting commercial carriers will be responsible for restricting access at this point. Road cones will be utilized until a permanent gate is installed.

2.3.4.2. Explosive limits for the SVHA are as follows:

Hazard Class/ Division of Munitions (HC/D 1.1)	46,000
Hazard Class/ Division of Munitions (HC/D 1.2.1<450)	20,000
Hazard Class/ Division of Munitions (HC/D 1.2.2)	20,000

Hazard Class/ Division of Munitions (HC/D (12) 1.2.3<450)	20,000
Hazard Class/ Division of Munitions (HC/D 1.3)	50,000
Hazard Class/ Division of Munitions (HC/D 1.4)	Capacity

2.3.4.3. Personnel limits for each area will be held to a minimum in compliance with AFMAN 91-201, *Explosive Safety Standards*, section 1.1.2. Expose the minimum number of people to the minimum amount of explosives for the minimum amount of time.

2.3.4.4. The SVHA is not protected by a lightning protection system. When base lightning warnings have been issued operations will be terminated and all personnel will be evacuated to the south side of the railroad tracks to comply with AFMAN 91-201 section 7.34.2.4. PTR.

2.4. Procedures.

2.4.1. Receiving Requirements:

2.4.1.1. Shipments are accepted 0800-1500, Monday-Friday excluding holidays. A commercial carrier may request secure holding until formal delivery is made under the "Secure Holding Program." Secure Holding as defined per: Surface Deployment Distribution Command Freight Traffic Rules Publication No. 1C, (MFTRP), Rules and Accessorial Services Governing the Movement of Department of Defense Freight Traffic by Motor Carrier as: when circumstances require lengthy stops en route, carriers will ensure that the vehicle is parked only at Department of Defense (DoD) approved carrier facility, a state-or-locally approved secure holding location under Transportation Code of Federal Regulations (49 CFR), or during emergencies, in a DoD secure holding location. Any suspect of abuse to the "Secure Holding" privileges by carriers or shippers will be documented and reported to United States Army Surface Deployment and Distribution Command (SDDC) with an information copy furnished to Air Combat Command (ACC) 4RE. Receiving checklists will be initiated per AFI 24-203, Atch 7, AF Form 4388, *Receiving Transportation Protective Service Material Checklist*.

2.4.1.2. 28th Munitions Squadron Munitions Accountability Storage Officer (28 MUNS/MASO) will provide 28 LRS/LGRDDC an updated list of individuals authorized to receipt for AA&E consigned to this activity delivered by commercial motor carriers. The list will contain name, rank, SSN (last 6 digits), security clearance and a signature specimen.

2.4.1.3. 28 LRS/LGRDDC will, upon receipt of a Report of Shipment (REPSHIP) for all Classes of munitions (depending on quantity and PS number, REPSHIP info may not be available for all Class 1.4) advise Munitions Control at DSN 675-1880, and furnish quantity, Transportation Control Number, and estimated time and/or date of arrival.

2.4.1.4. 28 SFS will stop all commercial carriers delivering explosives at the gate and notify 28 LRS/LGRDDC at 385-5330, to perform vehicle inspections at the designated location. Class 1.1 and 1.2 explosives will never be brought to Bldg 7510. If there is a case in which a shipment is not stopped at the Bismark Gate, immediately report the incident to the 28th Security Forces Squadron Control Center at 385-4001, and request an escort back to the inspection station.

2.4.1.5. At the designated inspection station, 28 LRS/LGRDDC will check the carrier's vehicle for obvious exterior damage and examine the seals for tampering. If there is no apparent damage or tampering, then proceed with the vehicle inspection using the DD Form 626.

2.4.1.6. After the vehicle inspection, as appropriate, 28 LRS or 28 SFS representative will escort the carrier representative via the designated movement route to the explosives off-load area or secure holding area. In the event an accident or incident occurs during the course of operation, contact the appropriate offices below:

For emergencies (from duty phone or housing).....911
 For emergencies (from cell phone).....911
 For non-emergencies, contact the Distribution Flight-Traffic Manager.....385-2906
 Off base, follow Emergency Response Guide on the Commercial Bill of Lading (CBL)
 For all incidents contact Munitions Control.....385-1880

2.4.1.7. 28 LRS/LGRDDC will maintain responsibility for truck shipments until 28 MUNS personnel take control of the vehicle at the entrance to the MSA. Upon completion of download, if the truck is empty, the driver will be released to exit the installation without escort. If the vehicle contains other AA&E shipments, 28 LRS/LGRDC personnel will escort from the MSA to the Bismark Gate for Class 1.3/1.4. For Class 1.1/1.2, the owner user will provide escort from the MSA to the Bismark Gate.

2.4.1.8. 28th Munitions Squadron Materiel Storage Element (28 MUNS/MXWCC) supervision will direct the download location for munitions not received at Bldg 7510. Additionally, inert munitions will not be directly delivered to the MSA. Assets will be transferred to a 28 MUNS vehicle if they require storage in the MSA.

2.4.1.9. 28 LRS/LGRDDC will complete the receiving checklist at AFI 24-203, Atch 7.

2.4.1.10. 28 MUNS/MXWCC will provide 28 LRS/LGRDDC with signed copies of the bills of lading, carrier delivery receipt, and other shipment documents within one duty day of receipt. A coordinated effort between 28 MUNS and 28 LRS representatives is necessary to ensure required training is completed regarding documentation and procedures.

2.4.2. Outbound Shipping Requirements:

2.4.2.1. 28 MUNS/MASO will coordinate transportation requirements with 28 LRS/LGRDDC using DD Form 1348-1A, *Issue Release/Receipt Document*. All munitions assets will be properly packed, marked, and inspected ready for shipment prior to requesting transportation. 28th Munitions Squadron Materiel Flight Inspection (28 MUNS/MXWCB) will complete the "Packed By" and "Certified By" block only of AFI 24-203, Atch 6, AF Form 4387, *Outbound Transportation Protective Service Material Checklist* for those items that have been packed and inspected by 28 MUNS prior to outbound shipment. A munitions inspector carrying forward an item packaged by another 28 MUNS inspector will print the individuals name under the "Packed By" block and then sign the "Certified By" block ensuring all munitions being offered for shipment are in the proper Special Packing Instruction/Performance Orientated Packaging (SPI/POP) container. Any shipments that were received in, and remain in, the original manufacturers packaging, or packaged by another base/organization's inspector will be

inspected by 28 MUNS to ensure it meets SPI/POP container specifications for shipment and will be certified with a signature only in the "Certified By" block of the AF Form 4387.

2.4.2.2. 28 LRS/LGRDDC will provide the 28 MUNS/MASO an updated list of individuals authorized to receipt for arms, AA&E, including classified items, which are being released to 28 LRS/LGRDDC for shipment. The list will contain name, rank, SSN (last 6-digits), security clearance and signature specimen for each authorized individual. Update the list as changes occur, and re-accomplish annually.

2.4.2.3. Limited quantities of munitions within the limits depicted on the explosive license for Bldg 7510 may be temporarily stored pending transportation at the discretion of 28 LRS/LGRDDC.

2.4.2.4. 28 LRS/LGRDDC will notify 28th Munitions Squadron Control Room (28 MUNS/MXWKA) at 385-1880 to coordinate and schedule loading of outbound munitions not stored in Bldg 7510.

2.4.3. 28 LRS/LGRDDC, 28th Logistics Readiness Squadron Packing and Crating section (28 LRS/LGRDCO):

2.4.3.1. 28 LRS/LGRDDC, 28 LRS/LGRDCO Section will verify the shipment documents; which includes the DD Form 1348, *Hazardous Documentation or Joint Hazardous Classification System* printouts and DD Form 1348-1A: contain the required information and are correctly accomplished IAW DoD and Federal directives. 28th Munitions Squadron Inspection or 28 LRS/LGRDDC may initiate the AF Form 4387, AA&E and Classified Processing Checklist IAW AFI 24-203, Atch 6. Incorrect shipping documentation will not be accepted.

2.4.3.2. 28 LRS/LGRDDC will inspect/verify explosives which have been packaged and/or placed in containers IAW current Department of Transportation (DOT) regulations. The 49 CFR provides specifications on how hazards should be grouped together according to type and material. Incorrectly packaged items will not be accepted for shipment.

2.4.3.3. 28 LRS/LGRDDC will inspect/verify proper marking and labeling requirements are met. The marking and labeling requirements vary with the type of item and method of shipment. Each container must identify its content and the correct DOT markings. Also, a check must be made to determine if a Department of Transportation-Special Permits (DOT-SP) or Certificate of Equivalency (COE) is required. Items with incorrect documentation, packing, labeling and markings will not be accepted for shipment. After documentation, packing, labeling and marking requirements are met, 28 MUNS will turn over all shipment documents to the 28th Logistics Readiness Squadron Surface Freight Section. 28 LRS/LGRDDC personnel will provide pre-inspection services prior to booking of any transportation services. 28 MUNS will notify and arrange a time with 28 LRS/LGRDDC when all cargo offered for shipment is ready for pre-inspection.

2.4.3.4. 28 LRS/LGRDDC will use the security explosive conex (Bldg 7510) to receive, process and secure class division (not to exceed 100 pounds (LBS) NEW) 1.4 C, D, G & S explosive shipments. For munitions that exceed holding area capability, contact 28 MUNS/MXWKA at 385-1880.

2.4.3.4.1. Shipments will be logged in/out of storage conex utilizing an inventory control log. Inventory log will be formatted with appropriate data entries to maintain audit trail accountability. Report unusual or suspected problems to the work center supervisor immediately.

2.4.3.5. Call the 28th Civil Engineer Squadron Fire Department at 385-1113, any time explosives are stored or removed from the conex in Bldg 7510. Post the proper fire symbol signs accordingly.

2.4.3.6. After the shipment has been loaded, ensure proper blocking and bracing IAW T.O. 11A-1-61-1—USE ONLY NON-SPARKING HAMMERS IN SECURING THE LOAD.

2.4.4. 28 LRS/LGRDDC, Surface Freight Section.

2.4.4.1. 28 LRS/LGRDDC will verify the information on the DD Form 1348-1A, verify the proper hazard classification, hazard class/division, storage compatibility group, labeling and marking data and will determine if a DOT-SP or COE is required.

2.4.4.2. 28 LRS/LGRDDC will determine the proper mode/method of shipment.

2.4.4.3. 28 LRS/LGRDDC will ensure shipments entering the Defense Transportation System (Air Mobility Command (AMC), Military Sealift Command (MSC), SDDC), are cleared through the appropriate Shipper Service Office. An export traffic release is required for MSC-routed shipments.

2.4.4.4. A “Domestic Route Order” is required from SDDC for Class 1.1, 1.2 and 1.3 explosives, and 1.4 with applicable CIIC.

2.4.4.5. After receipt of route order and before the shipment is tendered to a motor carrier:

2.4.4.5.1. Order the truck best suited for the shipment.

2.4.4.5.2. Verify the carrier’s operating certification contains specific authority to transport explosives.

2.4.4.5.3. Use DD Form 626 to inspect carrier vehicle IAW DOD 4500.0-9-R, Part II. The inspection can be conducted at any mutually convenient location. When unsatisfactory items are found, the company (or driver) involved will be allowed to make corrections before being rejected. Repairs will not be made on commercial vehicles at government expense. Once inspection is complete, sign and date DD Form 626.

2.4.4.5.4. Ensure that four (4) placards are attached to the vehicle, with one at the front of the truck, one at the back and one on each side.

2.4.4.6. When the load is completed:

2.4.4.6.1. Attach seals to cargo door.

2.4.4.6.2. Have driver sign:

2.4.4.6.2.1. Commercial Bill of Landing (CBL).

2.4.4.6.2.2. DD Form 626.

2.4.4.6.2.3. DD Form 1907, *Signature and Tally Record*.

2.4.4.6.3. 28 LRS/LGRDDC will provide weekly notification to 28th Munitions Materiel Accountability Flight, of all munitions that have been shipped.

2.4.4.7. A REPSHIP will be made for all shipments of Class 1.1, 1.2 and 1.3 explosives, using the format prescribed in DOD 4500.9R, Part II. Complete shipment checklist to be maintained with shipment files. Verify delivery 24 hours after Required Delivery Date (RDD).

Chapter 3

CLASSIFIED SHIPMENTS

3.1. Scope. This chapter applies to all personnel involved with the processing, packaging, and shipment of classified, controlled, sensitive and nuclear related material.

3.2. Procedures.

3.2.1. All units/personnel that offer for shipment classified material will ensure the asset is properly identified on the shipping documents (DD Form 1348-1 and/or DD Form 1149). Additionally, the 1348-1As/1149s will include the applicable CIIC/SRC code and must be marked, in RED, identifying the degree of classification, i.e., SECRET, CONFIDENTIAL, or CCI.

Note: "TOP SECRET" shipments are not authorized to be processed through 28 LRS/LGRDDC section.

3.2.2. 28 LRS/LGRDCO will (for classified shipments up to 150 lbs):

3.2.2.1. Establish delivery receipt times with the shipper. Normally, classified shipments will be received and processed between 0800-1300 Monday-Thursday.

3.2.2.2. Designate qualified personnel to receipt for classified material.

3.2.2.3. Initiate and use the established checklist (AFI 24-203, Atch 6) for processing classified material.

3.2.2.4. Ensure all classified shipments are safeguarded during the receiving, packing, and handling process. Shipments will be handled, packed, processed and then logged into the classified storage areas O1T or O1B, as necessary. Classified shipments will not be left unattended/unprotected. Currently Cargo Movement DOES NOT have a classified cage, all classified have eyes-on until shipment leaves this location.

3.2.2.5. Ensure the DD Form 1348-1A and/or DD Form 1149, has the applicable CIIC/SRC and is marked, in RED, to reflect the degree of classification, i.e. "SECRET," "CONFIDENTIAL," or "CCI."

3.2.2.6. Use Standard Asset Tracking System (SATS) electronic signature as required. If a discrepancy is detected which cannot be resolved on the spot, escalate to the section supervisor.

3.2.2.7. Ensure each item is enclosed in two opaque sealed containers or similar wrappings. If the classified material is an internal component of an item of equipment, the outside shell or body of the item may be considered to be a sufficient enclosure if it does not reveal classified information. Specialized shipping containers including closed cargo transporters may also be considered the outer wrapping or cover.

3.2.2.8. Ensure all previous markings on exterior shipping container are obliterated. No new markings on the exterior container will contain any information indicating the piece is of a classified nature, e.g. security classification marking or Transportation Protective

Service required. Note: Maintenance Technical Orders (TOs) may require a nomenclature marking on exterior.

3.2.2.9. Ensure all copies of the shipping documents are enclosed inside the exterior container.

3.2.2.10. Ensure all seams and openings are taped.

3.2.2.11. Enter required information into the Cargo Movement Operations System and affix DD Form 1387, *Military Shipping Label*, to cargo. Paper labels other than pressure-sensitive shall be securely affixed with a water resistant label adhesive or PPP-T-60 waterproof, pressure sensitive tape. PPP-T-60 tape will be placed over the entire surface of the label.

3.2.2.12. Ensure DD Form 1348-1A and DD Form 1149, *shipment planning worksheet* is complete and accurate, i.e. pieces, weight, cube, etc.

3.2.2.13. Process confidential/SECRET shipments tendered to a DOD Domestic Express Small Package Service (DESPPS) contract carrier(s) in accordance with, AFI 24-203, Para 5-12. For SECRET shipments, packing and crating will ensure proper packaging has been accomplished, and turned over to Outbound Freight for movement IAW para 2.5.2.3. of this wing instruction. THIS MODE/METHOD WILL NOT BE USED FOR MOVEMENT OF CLASSIFIED, SENSITIVE CCI TO AN AMC APOE FOR ONWARD MOVEMENT AIRLIFT OR WHEN THE ITEM ALSO CONTAINS HAZARDOUS MATERIALS.

3.2.2.13.1. The DESPPS carrier(s) will be used only when next-day delivery can be provided. This mode WILL NOT be used on Friday unless "Saturday Delivery" has been coordinated with consignee.

3.2.2.13.2. Verify the shipment against the manifest/pickup record before physically removing the item from the security cage and ensure the sign-in/sign-out log has been properly signed.

3.2.2.13.3. Prepare and forward a REPSHIP to consignee prior to or immediately after shipment's departure per DOD 4500.9-R, Chapter 205, Para. L. If a fax or e-mail cannot be transmitted, a telephone REPSHIP will be accomplished with the consignee. This will be documented with name of person talked to, DSN number called, date and time called.

3.2.2.13.4. Hand all associated documentation to designated personnel in Outbound Freight.

3.2.3. Outbound Cargo Movement will (for classified shipments over 150 lbs):

3.2.3.1. Initiate and use the checklist for processing classified material (AFI 24-203, Atch 6).

3.2.3.2. Match DD Forms 1149/1348-1A against shipment to verify proper labeling.

3.2.3.3. A "Domestic Route Order" is required from SDDC for all Secret shipments and all Confidential shipments over 150 lbs.

3.2.3.4. Prepare the bill of lading using proper tenders, routing instruction notes and Transportation Facility Guide instructions.

3.2.3.5. Release property to the carrier. Ensure shipping documents, CBL and DD Form 1907 are appropriately signed after checking the driver's license(s) and carrier/DOD authorization to carry classified material.

3.2.3.6. Prepare and forward a REPSHIP to consignee prior to or immediately after shipment's departure per DOD 4500.9-R, Chapter 205, Para. L. If a fax or e-mail cannot be transmitted, a telephone REPSHIP will be accomplished with the consignee. This will be documented with name of person talked to, DSN number called, date and time called. If consignee does not acknowledge receipt of REPSHIP, Outbound Freight will contact the consignee following 2 duty days, in an attempt to gain confirmation.

3.2.3.7. Within 24 hours of RDD, Outbound Freight will contact the consignee for verification of receipt of cargo. If consignee is unable to confirm receipt of cargo on RDD, Outbound Freight will contact consignee again following 2 duty days. If consignee does not confirm receipt of cargo by RDD + 2 duty days, Outbound Freight will initiate a Transportation Discrepancy Report (TDR). If consignee does not respond, then verification may be made through the carrier's electronic signature service via the Defense Transportation Tracking System (DTTS), or the carrier's automated tracking system.

3.2.3.8. File signed checklist with CBL.

3.2.4. Inbound Receiving will:

3.2.4.1. EAFB Transportation Facility Guide directs consignment of logistical material into the base supply central receiving section, 1600 Tinker Drive, Bldg 7510. In-checkers must handle all small package carrier deliveries as classified material. An indication that a small package is/may be classified is receipt of a REPSHIP and the absence of a packing envelope on the outside of the container. For a classified shipment other than a small package, the driver will provide a DD Form 1907.

3.2.4.2. Only personnel that are cleared and listed on the Classified Receipt Listing are authorized to receipt and/or process small package carrier deliveries (Note: Only the JPAS will be used to verify Security Clearance Eligibility, Investigation Status, and Access Levels; therefore units must provide the 28 LRS an update immediately if an individual's Clearance Eligibility and/or Access Level is downgraded or changed). Packages will be secured by constant monitoring or stored in the classified storage area located at Bldg 7510, Receiving Section until turned over to the customer. Inbound personnel will open each package as part of the receiving process. Upon identification of a classified item, inbound receiving personnel will initiate and use the receiving checklist for classified material (AFI 24-203, Atch 7).

3.2.4.3. The classified cargo may be turned over to the consignee after the individual is confirmed on the classified receipt listing with documentation of the transaction on DD Form 1907.

Chapter 4

ON-BASE MOVEMENT OF CLASSIFIED MATERIAL

4.1. Scope: This chapter applies to all Distribution personnel whose duties involve receiving, processing, handling and transportation of classified material.

4.2. Procedures:

4.2.1. Classified Receipt Listing. The 28th Logistics Readiness Squadron Vehicle Operations (28 LRS/ LGRO) will work with the 28th Logistics Readiness Squadron Materiel Management (28 LRS/LGRDM) to ensure the Classified Receipt Listing identifies only those vehicle operators (2T1s) authorized to receive, handle, and transport classified assets. The 28 LRS/LGRDM will be notified within 24 hours or next duty day when a vehicle operator's Clearance Eligibility and/or Access Level is downgraded or changed (loss of clearance, change in name, etc.), as designated by the unit commander or proper authority (e.g., 28 SFS or Unit Security Manager).

4.2.2. 28th Logistics Readiness Squadron Vehicle Operations Classified Receipt Listing Certification. The 28 LRS/ LGRO will produce a memorandum listing the names of assigned personnel authorized to receive, handle, and transport classified assets. This listing will include the names of personnel on the 28 LRS/LGRDM Classified Receipt Listing but will also contain the following information:

4.2.2.1. A statement certifying all personnel on the list have received annual Information Security training and the date of training for each member listed.

4.2.2.2. A statement certifying all personnel have read this wing instruction and AFI 24-301, *Vehicle Operations*, mandated Documented Cargo operating instruction detailing the handling instructions and movement procedures for classified items.

4.2.2.3. A statement certifying all personnel on the list have been trained IAW the Air Combat Command Vehicle Operator/Dispatcher (2T1) Air Force Form 797, *Job Qualification Standard Continuation Command* JQS (ACC2T1JQS-001).

4.2.3. Pre-movement procedures. Prior to dispatching an operator to move classified materials/assets, the dispatcher will refer to the Vehicle Operations Classified Receipt Listing and ensure the operator is certified to move classified materials.

4.2.3.1. The dispatcher will follow local dispatching procedures but will also brief the operator regarding classified movement IAW this Ellsworth Air Force Base Instruction and the ACC2T1JQS-001 and the Documented Cargo operating instruction.

4.2.3.2. The dispatcher will ensure the operator has an updated Classified Receipt Listing prior to dispatching the operator for a classified movement.

4.2.4. Movement procedures. Operators will check all documentation to verify the classification of the asset/material prior to handling the item. The operator will also ensure the paperwork is properly marked IAW the classification of the item.

4.2.4.1. After picking up the item, the operator assumes full responsibility for the security of the classified asset and must maintain 100% positive control. At no time will

the operator leave the item unattended or out of sight. The operator will proceed directly to the drop off point for the package.

4.2.5. Delivery procedures. Operators will ensure the item is delivered to the correct organization, as identified by the originator. Upon delivery, the operator will use the MMF Classified Receipt Listing to verify the person receiving the package is authorized to sign and receive classified materials.

4.2.5.1. If the receiver is not on the Classified Receipt Listing or the authority to receive classified material cannot be verified, the operator will contact the 28 LRS/LGRO dispatcher immediately. At no time will the operator leave the package with someone other than the receiver designated by the originator, unless instructed to do so by the originator or the dispatcher. In either case, the new receiver's authority to receive classified will also be verified using the MMF Classified Receipt Listing.

4.2.5.2. Operators will annotate the name, rank, duty phone, organization and office symbol of the person signing for the classified material and report that information to the dispatcher upon returning to 28 LRS/LGRO.

4.2.5.3. A copy of the paperwork, with the receiver's signature, will be retained for deliveries where paperwork is available (e.g., 1348-1A or DD Form 1149).

4.2.6. Documented Cargo. When performing Documented Cargo operations, operators will carry the Classified Receipt Listing at all times, regardless of whether or not the SATS is used.

4.2.6.1. The Documented Cargo supervisor will coordinate with the 28 LRS/LGRDM to ensure the Classified Receipt Listing is the most current listing available.

4.2.6.2. The Documented Cargo AFI 24-301-mandated operating instruction will reference this wing instruction.

Chapter 5

AIRCRAFT ENGINE SHIPMENTS

5.1. Scope: This chapter applies to all personnel involved with the processing, packaging, handling, shipment and receipt of the aircraft engines between EAFB SD and Source of Repair.

5.2. Movement Routes:

5.2.1. The primary entry to the base for delivery trucks is the Commercial Gate. In the event the Commercial Gate is closed during normal duty hours, the alternate entry for the base is the Liberty Gate (Main Gate). All commercial vehicles will be escorted to/from the area in which they are loaded/unloaded.

5.2.2. Vehicle Inspection: The Commercial Gate is designated as the base's vehicle inspection station.

5.2.3. Suspicious Vehicle Holding Area: Suspicious vehicles will not be allowed on the installation. If vehicle is suspicious, contact 28 SFS at 385-4001.

5.3. Procedures:

5.3.1. Shipment Receiving:

5.3.1.1. Receipt of Engines from Carrier: 28 LRS/LGRDDC will in-check/receipt for engine in accordance with directives. If, there are no discrepancies, the engine will be downloaded from the carrier's equipment. To limit the safety risk, engines will be downloaded at 1629 Bergstrom Drive, Bldg 7510 using the on-/off-load ramp dock levelers and warehouse tug. 28 LRS/LGRDDC will notify 28th Maintenance Operations Squadron Engine Management (28 MOS/MXOOE) to establish formal receipt and a date/time for pick up in accordance with AFI 24-203, Table 3.3.

5.3.2. Outbound Shipment of Engines:

5.3.2.1. 28 MOS/MXOOE notifies 28 LRS/LGRDDC of any pending engine movement requirement. 28 MOS/MXOOE prepares the shipping document(s), using the automated DD Form 1348-1A and provides a copy to 28 LRS/LGRDDC, who prepares the truck manifest and creates the bill of lading for commercial carriers. Specific pickup date and time is confirmed as requested by the engine manager. 28th Maintenance Squadron Propulsion Flight purges, drains, preserves, wraps and certifies the Air Force Technical Order (AFTO 20) and the DD Form 1348-1A with a signed statement that the engine has been prepared for shipment in accordance with TO 2J-1-18, and TO 00-85-20. The engine is delivered to 28 LRS/LGRDDC for further processing, labeling, and loading on carrier equipment for line haul movement to depot. 28 MOS/MXOOE establishes priority/RDD for engine shipment in accordance with AFI 24-203, table 3.2. The Installation Transportation Officer will expedite movement in accordance with the established priority/RDD, as required.

5.3.2.2. For Temporary Duty (TDY)/deployed Units: It is the responsibility of the TDY unit to ensure that engines are properly prepared for shipment. Additionally, TDY/deployed personnel will provide familiarity training to personnel at the

TDY/deployed location on Type Model Series (TMS) specific engine shipping instructions to ensure damage does not occur due to packaging that does not comply with TMS specific technical data.

5.3.2.3. 28 LRS/LGRDDC will receipt for the engine from 28 MOS/MXOOE and verify the serial number and shipping data with repairable/serviceable tag. 28 LRS/LGRDDC will inspect for external leaks and proper wrapping/packaging of the engine. 28 LRS/LGRDDC will ensure the DD Form 1348-1A and AFTO 20 are certified and that the engine has been drained and purged in accordance with technical order requirements. 28 LRS/LGRDDC will arrange commercial movement to meet the RDD using carriers with air-ride tractor/trailers.

28 LRS/LGRDDC will prepare all necessary commercial shipping documentation and will load, block, brace and supervise the securing of the engine to the carriers equipment in accordance with TO shipping instructions.

JEFFREY B. TALIAFERRO, Col, USAF
Commander, 28th Bomb Wing

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 21-201, *Conventional Munitions Maintenance Management*.
AFI 24-203, *Preparation and Movement of Air Force Cargo*.
AFI 24-301, *Vehicle Operations*.
AFI 31-101, *Air Force Installation Security Program*.
AFI 31-401, *Information Security Program Management*.
AFMAN 23-110, *United States Air Force Supply Manual*.
AFMAN 33-363, *Management of Records*.
AFMAN 91-201, *Explosive Safety Standards*.
DOD 4500.9-R-Part II, *Defense Transportation Regulation, Cargo Movement*.
DOD 5100.76-M, *Physical Security of Sensitive Conventional Arms, Ammunition, and Explosives*.
DOD 5200.1-R, *Information Security Program*.
IATA *Dangerous Goods Regulation*, current edition.
MIL-STD-129P (4), *Military Marking for Shipment and Storage*.
Title 49, CFR, *Transportation*.
T.O. 00-85-20, *Engine Shipment Instructions*.
T.O. 2J-1-18, *Preparation for Shipment and Storage of Gas Turbine Engines*.
T.O. 11A-1-46, *Fire Fighting Guidance Transport for Storage*.
T.O. 11A-1-61-1, *Storage and Out-loading Instructions-Conventional Ammunition*.
T.O. 11N, Entire series.
T.O. 21-LGM-30G-2-33, *Operations for Aerospace Vehicle Equipment*.
Military Freight Traffic Rules Publications No. 1C, *Rules and Accessorial Services Governing the Movement of DoD Freight Traffic by Motor Carrier*.

Abbreviations and Acronyms

LRS—28th Logistics Readiness Squadron
LRS/LGRO—28th Logistics Readiness Squadron Vehicle Operations
LRS/LGRDCO—28th Logistics Readiness Squadron Packing and Crafting
LRS/LGRDC—28th Logistics Readiness Squadron Traffic Management
LRS/LGRDDC—28th Logistics Readiness Squadron Cargo Movement

LRS/LGRDM—28th Logistics Readiness Squadron Materiel Management
MUNS—28th Munitions Squadron
MUNS/MASO—28th Munitions Squadron Munitions Accountability Storage Officer
MUNS/MXWCB—28th Munitions Squadron Materiel Flight Inspection
MUNS/MXWCC—28th Munitions Squadron Materiel Storage
MUNS/MXWKA—28th Munitions Squadron Control Room
MOS/MXOOE—28th Maintenance Operations Squadron Engine Management
MXS/MXMP—28th Maintenance Squadron Propulsion Flight
SFS—28th Security Forces Squadron
CFR—Transportation Code of Federal Regulation
AA&E—Arms, Ammunition, and Explosives
ACC—Air Combat Command
AFRIMS—Air Force Records Information Management System
AFTO—Air Force Technical Order
AMC—Air Mobility Command
CBL—Commercial Bill of Landing
CCI—Controlled Cryptographic Items
CIIC—Controlled Item Inventory Code
DESPS—Domestic Express Small Package Service
DOD—Department of Defense
DOT—Department of Transportation
DOT—SP—Department of Transportation-Special Permits
DSN—Defense Switched Network
EAFB—Ellsworth Air Force Base
JPAS—Joint Personnel Adjudication System
JQS—Job Qualifying Standard
MSA—Weapons Storage Area
MSC—Military Sealift Command
REPSHIP—Report of Shipment
SATS—Standard Asset Tracking System
SDDC—Surface Deployment and Distribution Command
SPI/POP—Special Packing Instruction/Performance Orientated Packaging

SRC—Serialized Report Code

TDY—Temporary Duty

TMS—Type Model Series

TO—Technical Order

UN—United Nations

Terms

Certification of Equivalency (COE)—COE is an approval that proposed packaging for shipment of hazardous material either equals or exceeds the requirements of 49 CFR (Code of Federal Regulation).

Classified Receipt Listing—A listing maintained by the LRS's Materiel Management Flight (MMF) listing installation personnel authorized to receive or otherwise handle classified material and supplies.

CONFIDENTIAL—Information or material of which the unauthorized disclosure reasonably could reasonably be expected to cause damage to national security.

Controlled Cryptographic Item (CCI)—Secure telecommunications or information-handling equipment, associated **cryptographic** component or other hardware item which performs a critical COMSEC function.

Department of Transportation—Special Permits (DOT-SP)—DOT-SP waives Title 49, CFR requirements on the basis of equivalent levels of safety. DOT-SP for packaging is valid for domestic transportation of hazardous materials. International shipments of hazardous material are covered by Competent Authority Approvals (CAA).

Explosive—Defined as all ammunition, munitions fillers, demolition material, solid rocket motors, liquid propellants, cartridges, pyrotechnics, mines, bombs, grenades, warheads of all types, explosives elements of ejection and aircrew egress systems, air-launched missiles and those explosive components of missile systems and space systems, and assembled kits and devices containing explosive material. Explosives, explosives weight, net weight, and other like terms also refer to the fillers of an explosive item. Fillers may be explosive mixtures, propellants, pyrotechnics, and other toxic substances. This term does not include liquid fuels and oxidizers that are not used with missiles, rockets, and other such weapons or explosive items.

Explosive United Nations (UN) Classification System—The UN classes of division numbers have the following meaning:

<u>Class 1</u>	<u>Meaning</u>
Division 1.1	Explosive with a mass detonation hazard
Division 1.2	Explosive with a fragmentation hazard
Division 1.3	Explosive with a predominate fire hazard
Division 1.4	Explosive with no significant blast hazard

Hazardous Material—A substance or material that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety and property when transported in commerce.

Nuclear Ordnance Controlled Material (NOCM)—Base and Military Spares used on or with any nuclear weapon, which must be specifically controlled because of design, security, or quality control requirements.

Risk Protection Category—:

Risk Category Code	<u>Risk Protection</u>
Code I	Very High Risk
Code II	High Risk
Code III	Med Risk
Code IV	Low Risk

SECRET—Information or material of which unauthorized disclosure reasonably is expected to cause serious damage to national security.

Secure Holding Area—DOD facility that meets the AA&E shipping and receiving criteria are required to assist commercial carriers transporting AA&E, classified materials and Controlled Cryptographic Items (CCI) by providing secure holding areas in the interest of public safety and national security. Carriers may seek secure holding during emergencies or other circumstances beyond the carrier's control, for delivery or awaiting shipment loading, or while in transit.

Secure Explosives Holding Area for Motor Vehicles Transporting Ammunition, Explosives and Secret Material—An area designated for the temporary parking of commercial carrier's motor vehicles transporting DOD-owned AA&E and SECRET material.

Secure Non—Explosives Holding Area—An area designated for the temporary parking of carriers' motor vehicles transporting Categorized DOD arms, Classified CONFIDENTIAL and CCI materials.

Sensitive Cargo—Arms, ammunition and explosives that are definite threats to public safety and can be used by militant, revolutionary, criminal or other elements for civil disturbances, domestic unrest or criminal actions.

TOP SECRET—Information or material of which unauthorized disclosure reasonably could be expected to cause exceptionally grave damage to national security.

Transportation Protective Service (TPS)—A commercial carrier service performed according to DOD standards that provides in-transit physical security for shipments of SECRET, CONFIDENTIAL and Sensitive cargo.